

85-2520/8

24 SEP 1985

ROUTING AND RECORD SHEET

Per LOGGED

SUBJECT: (Optional)

FROM: William J. Casey
Director of Central Intelligence

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director, Intelligence
Community Staff

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24 SEP 1985

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

1. For last year's Combined Federal Campaign (CFC) we achieved our set goal of \$361,000. This year's CFC Chairman is Secretary Dole, of the United States Department of Transportation, and I have joined her in setting this year's CFC goal at 9.6% above last year's achievement, which, for this Agency, translates to \$396,000. This is an achievable goal but does require our full support.

2. Approximately 60% of our employees did not participate in last year's achievement effort. I believe there are two main reasons they did not participate: first, they did not understand the CFC program; and, secondly, they were not personally invited to participate. The key to overcoming these shortcomings rests with the Keyworkers. They must be individually confident, properly trained, and fully supported by their supervisors at all levels. I sense that in years past junior secretaries have carried the brunt of the load and that they have not been fully supported by their supervisors in either obtaining the necessary training or in their efforts in talking to the employees about CFC. I ask that this not be the case this year. CFC and our own Educational Aid Fund and Public Service Aid Society deserve full support.

3. Your directorates have already been asked by the Office of Personnel to provide a primary and alternate chairperson and office keypersons to work in this year's campaign. They have been invited to attend a CFC kickoff rally to be held downtown on 24 September and our own rally on 2 October. I ask that you ensure their being able to attend these events.

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SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

4. I expect your personal involvement in this year's campaign and ask that you send a memorandum to each person in your directorate encouraging their participation. You should also meet with your chairpersons and office keypersons to give them much needed support. Lastly, I encourage your involvement by making your own financial contribution and encouraging your office heads to do the same.

/s/ William J. Casey

William J. Casey